

Canadian Closed Championships April 27 – 30 2023 Volunteer Requirements

Note: All volunteers must be 18 years of age

- **Event Set Up**

April 27 10 Volunteers at 4 hours each

- Setup ballroom (risers, chairs, stage, music equipment)
- Setup change rooms
- Setup ticket and registration areas
- Setup vendor areas
- Setup marshalling
- Setup refreshment area
- Put up signage
- Dance floor installation

- **Pre-Paid Ticket Entry Table**

April 28 3 volunteers @ 7 hours each

April 29 6 volunteers @ 7 hours each

- Scan tickets of people who have pre-purchased tickets and stamp hands, affix bracelets to wrists

- **Ticket Sales Table**

April 28 3 volunteers @ 7 hours each

April 29 6 volunteers @ 7 hours each

- Handle at-the-door ticket sales

- **Competitor Registration Table**

April 28 6 volunteers @ 7 hours each

April 29 8 volunteers @ 7 hours each

- Register competitors in O2CM computer system
- Have competitors sign waivers
- Accept deposits and provide competitors their competitor numbers
- Return deposits and accept competitor numbers

- **Dressing Room Security**

April 28 4 volunteers @ 4 hour each

April 29 8 volunteers @ 4 hours each

- Monitors the dressing room entrances

- **Ballroom Security**

April 27 2 volunteers @ 4 hours each
April 28 6 volunteers @ 4 hours each
April 29 12 volunteers @ 4 hours each

- Monitor spectators entering the ballroom to ensure they have stamps/bracelet

- **Head Marshaller**

April 28 1 volunteer @ 7 hours
April 29 2 volunteers @ 7 hours each

- Oversee the activities happening around the floor marshalling area
- Is in contact with the Chairman of Judges and the Marshalls on the floor
- Ensures the callback lists are posted
- Sorts out schedule changes and relays requests to the MC to call for missing couples
- Arranges for the floor to be swept
- Keeps the marshalling area clear

- **Marshaller**

April 28 2 volunteer @ 7 hours
April 29 4 volunteers @ 7 hours each

- Organizes and lines the competitors up for the events by using the program schedule to keep track of events and what numbers are in the line up
- Lines couples up by numbers
- Communicates with the Head Marshaller to notify when the competitors in the heat are ready, if any couples are missing or whether anyone has scratched

- **Awards Coordinator**

April 28 1 volunteer 7 hours
April 29 2 volunteers @ 7 hours each

- Organize the trophies and medals to be handed out after each competition section
- Brings the appropriate trophies, medals, and scholarships to the presenter

- **Awards Assistant**

April 28 1 volunteer 7 hours
April 29 2 volunteers @ 7 hours each

- Assists the Award Coordinator
- Presents flowers and awards
- Collects Trophy Agreement Forms back from the winners
- Updates trophy and winner list

- **Presentation Bouquets**

April 27 2 volunteer @ 3 hours
April 28 2 volunteer @ 2 hours

- create presentation bouquets for top 8 finalists in each event

- **Floater**

April 28 2 volunteers @ 7 hours each

April 29 4 volunteers @ 7 hours each

- Assist by providing breaks for other volunteers.
- Be prepared to be a marks runner in the event the scrutineer equipment becomes non-operational.
- Other duties as requested.

- **Costume Check – for Saturday Syllabus Events**

April 29 4volunteers @ 4 hours each

- Have knowledge of DSAB's costume requirements.
- Complete costume checks for all competitors.
- Monitors costumes for changes

- **First Aide**

April 27 2 Volunteers @ 6 hours

April 28 2 Volunteers @ 8 hours

April 29 4 Volunteers @ 8 hours

- **Event Tear Down**

April 30 10 volunteers @ 4 hours each

- Tear down ballroom (risers, chairs, stage, music equipment)
- Tear down and pack dance floor
- Tear down change rooms
- Tear down ticket and registration areas
- Tear down vendor areas
- Tear down marshalling area
- Take down signage